

# **SITE PLAN REQUIREMENTS**

## **ZONING PERMIT REQUIREMENTS FOR LOCAL PROJECTS:**

1. NORTH ARROW & DRAWING TO SCALE
2. INLOT # & ADDRESS
3. STAMP AND ORIGINAL SIGNATURE OF A REGISTERED SURVEYOR OR LICENSED ENGINEER/ARCHITECT
4. DIMENSION FROM PROPERTY LINES CLEARLY SHOWING MINIMUM FRONT, SIDE(S) & REAR YARDS
5. ALL EASEMENTS, LABELED & DIMENSIONED
6. FINISHED FOUNDATION AND PAD ELEVATION OF THE PROPERTY AND PAD/FOUNDATION ELEVATION FOR THE ADJOINING PROPERTIES, FINISH GRADING (DIRECTION ARROWS)
7. ALL UTILITY CONNECTIONS, INCLUDING SUMP PUMP, WHERE APPLICABLE
8. ALL APPLICABLE FEES INCLUDING TAP IN FEES & SIDEWALK
9. 2 COPIES OF ORIGINAL, STAMPED, SIGNED SITE PLAN, 1 BUILDING PLAN

## **ZONING PERMIT REQUIREMENTS FOR STATE/COMMERCIAL PROJECTS**

1. NORTH ARROW & DRAWING TO SCALE
2. INLOT # & ADDRESS
3. STAMP AND ORIGINAL SIGNATURE OF A REGISTERED SURVEYOR OR LICENSED ENGINEER
4. VICINITY MAP
5. LANDSCAPE PLAN
6. SIGN PLAN
7. TOTAL BUILDING SQUARE FOOTAGE AND TOTAL NUMBER OF PARKING SPACES
8. ELEVATION(S)
9. TRASH RECEPTACLE LOCATION & SCREENING
10. DIMENSION FROM PROPERTY LINES CLEARLY SHOWING MINIMUM FRONT, SIDE(S) & REAR YARDS
11. ALL EASEMENTS, LABELED & DIMENSIONED
12. FINISHED FOUNDATION AND PAD ELEVATION OF THE PROPERTY AND PAD ELEVATION FOR THE ADJOINING PROPERTIES
13. ALL UTILITY CONNECTIONS, INCLUDING SUMP PUMP, WHERE APPLICABLE
14. ALL APPLICABLE FEES INCLUDING TAP-IN FEES & SIDEWALK
15. 3 COPIES OF ORIGINAL, STAMPED, SIGNED SITE PLAN, 3 COPIES OF BUILDING PLANS

## **REQUIREMENTS FOR OCCUPANCY PERMITS:**

1. NAME & LOCATION OF THE NEW BUSINESS
2. PARKING PLAN
3. SIGN PLAN (WHERE APPLICABLE)
4. ALL APPLICABLE FEES

## **ZONING PERMIT REQUIREMENTS FOR ACCESSORY USE ONLY:**

1. NORTH ARROW & DRAWING TO SCALE
2. INLOT # & ADDRESS
3. SITE PLAN/SURVEY BY REGISTERED SURVEYOR OR LICENSED ENGINEER/ARCHITECT
4. DIMENSION FROM PROPERTY LINES CLEARLY SHOWING MINIMUM FRONT, SIDE(S) & REAR YARDS & THE DISTANCE FROM THE PRIMARY USE (HOUSE)
5. ALL EASEMENTS, LABELED & DIMENSIONED
6. ALL APPLICABLE FEES